

BRIEF SUGGESTIONS FOR LOCAL ORGANIZATION

For detailed information see circular 25, *How to begin university extension*.

1 Register as specially interested. The university extension department sends its publications free to all on its "interested" list.

2 Read up the subject. The department supplies full and reliable information, so necessary to avoid the mistakes and to utilize the experience of previous workers in this new field. Ordinary circulars are sent free; more expensive publications at cost.

3 Begin agitation for a course or center early. If impracticable to start a course at once, begin now to work up interest and to secure names of members and students, and decide early on the subject of the course. Interest will be more widespread if the movement is kept prominently before the public, and the department can provide better instruction if it has time to canvass thoroughly the field of available teachers.

4 Get documents for circulation. Printed matter needed by organizers, in securing cooperation, is sent for mere cost of paper and press work (\$1.25 per 1000 two-page circulars of this size).

5 Interest others. Enlist at once the sympathy of those likely to aid the work most efficiently. Editors, clergymen and teachers can reach the community by articles, notices and addresses. Clubs and similar gatherings uniformly welcome university extension as a subject of discussion.

6 Informal meetings. In some places interest is best stimulated by frequent meetings of local pioneers for reporting progress and planning work. If each undertakes specific work in securing members and students, results soon warrant definite organization.

7 Public meeting. When interest justifies a public meeting, it should be called by citizens representing various parties, sects and interests, and be held in a convenient location, preferably on neutral ground. Attention should be called to the meeting by press notices, cards and personal invitations to all likely to attend.

8 Speakers for public meeting. The general subject should be presented by the best local speaker available, or by a speaker whom the department can usually send without charge except for actual traveling expenses. The initial address may be followed by five or 10 brief and pointed five-minute speeches from representative men.

9 Organization of center. After the speeches the audience will doubtless vote that it is desirable to organize. Those willing to join the center should remain and adopt by-laws regulating mem-

bership, fees, meetings, etc., and providing for officers, managers and committees to carry on the work. Suggested forms for these by-laws, etc. may be had from the department.

10 Expenses. The center must provide for the teacher's fee and traveling expenses and any local outlays for hall, heat, light, advertising, etc. A good room may usually be had free in some library, school, or other suitable and convenient building. Expenses may frequently be reduced by use of 1000-mile tickets, or by forming a circuit with other towns and thus dividing the lecturer's traveling expenses. Members often entertain the lecturer on his weekly visits, saving the center his hotel bills.

11 Choice of subject and lecturer. The department sends lists of teachers and assists in selecting the best available for any given time and place. Choice of a teacher is often more important than that of a subject, for many students will alter their first choice of a subject for the sake of securing a specially good lecturer.

12 Two or more courses. Several different courses are often asked for at the beginning. That most in demand can be started and others added as fast as enough tickets are subscribed for to justify it. When public interest is thoroughly roused it may be easier to carry on two or three courses successfully than to start one in succeeding years.

13 Graded membership. Some centers find that they raise necessary funds more readily to have forms of membership for those willing to pay a larger annual fee. A selection is usually made from the following list: associates, \$2 annually; members, \$5; subscribers, \$10; fellows, \$20; founders, \$50. Other centers prefer to fix a uniform fee for members and to ask subscribers to a guarantee fund, to be called in only if the center fails to meet its expenses.

14 Meetings of members. Beside regular meetings of extension students for instruction, members interested in the work as an educational movement should meet two or three times a year for reports of progress in the local center and throughout the state and world, thus keeping up initial interest in maintaining local work.

15 Syllabus. The department furnishes at a nominal price a printed syllabus for the course giving a carefully prepared abstract of the lectures, with lists of books to be read, questions to be answered in the paper work, and other suggestions from the teacher as to his study. These are supplied to students free with their tickets.

16 Tickets. Tickets for the course should be on sale at convenient points. Two dollars for a course of 10 lectures is an average price, though less may be charged if financial support warrants, and special reductions may be made to clubs, wage-earners, etc.